



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1710.39A

6A

JUL 08 2004

COMBAT CENTER ORDER 1710.39A

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR ADMINISTERING MARINE CORPS/NAVY BIRTHDAY BALL FUNDS

Ref: (a) MCO P1700.27A
(b) CCO 1710.4
(c) CCO 1741.1 W/Ch 1
(d) MCO 5100.31 (MARADMIN 430/99)

Encl: (1) MCCS Check Request
(2) Sample Appointment Letter

1. Situation. From time to time, units may engage in fundraising activities to help defray the costs associated with Birthday Ball celebrations. As a result, large sums of cash are often left in unsecured areas such as desks and filing cabinets. To protect this cash, some service members have deposited funds in bank accounts under their own names, only to discover later that they incurred a personal income tax liability as a result of interest earned on the account.

2. Cancellation. CCO 1710.39.

3. Mission. This Order establishes standard operating procedures designed to track and safeguard all funds raised by units in support of the Marine Corps and Navy Birthday Balls. For guidance on small informal funds of less than \$200 used to purchase plaques and mementos, consult CCO 5760.1A.

4. Execution

a. Commander's Intent. Chapter 1 of the Marine Corps Manual states that Marine Corps Birthday observances should not impose an excessive financial demand on the Command. Unit commanders are encouraged to use fundraising efforts to supplement available Birthday Ball funds provided all such efforts conform to all of the references, and funds are controlled per the contents of this Order.

b. Concept of Operations. Per reference (a), Commanding Officers will deposit all funds raised for Birthday Balls and all proceeds from the sale of Birthday Ball tickets with the Marine Corps Community Services (MCCS) accounting office. MCCS will maintain these funds in unit accounts (Account 2606) separate from recreation funds, which are governed by reference (b). Funds will be available for withdrawal by unit representatives as needed, and will be carried over from fiscal year to fiscal year. All fundraising events will be conducted in accordance with references (a) and (c), and expended in accordance with reference (d).

c. Director, MCCA

(1) Ensure funds are deposited to the appropriate unit cost centers. Subsidiary ledgers will be used to separate and track funds deposited by the various Directorates under Headquarters Battalion.

(2) Make funds available to Commanding Officers as required. Funds will be disbursed to units within five working days of receipt of a check request (enclosure (1)).

(3) Provide Commanding Officers with written statements of account activity quarterly.

d. Commanding Officers

(1) Appoint in writing an active duty service member as the unit's representative responsible for depositing and withdrawing Birthday Ball funds (see enclosure (2)). Forward a copy of the appointment letter to the MCCA accounting office.

(2) Ensure all unit fundraising activities are approved and conducted according to the guidelines established in reference (c), and expenditures made conform to reference (d).

(3) Review and reconcile account statements at least quarterly. Commanders and responsible officers may obtain monthly account balances by telephoning the MCCA Accounting Office (Accounts Receivable Supervisor).

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

a. Signal. This Order is effective the date signed.

a. Command. This Order is applicable to all Active Duty and Reserve Personnel.



J. R. BRADEN
Chief of Staff

DISTRIBUTION: A-1

MCCS CHECK REQUEST

(Please Type or Print)

Date: _____

Payee: _____

Amount: _____

Address: _____

(if mailed) _____

Due Date: _____

Picked up By: _____

Phone #: _____

Reference: Withdrawal of funds from Birthday Ball
account

for _____.
(Unit/Directorate Name)

Account Distribution

Requested By: _____
Responsible Officer

Approved By: _____
Commanding Officer

<UNIT LETTERHEAD>

1710
Orig Code
Date

From: Commanding Officer, <Unit Name>
To: <Rank, Name>

Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR BIRTHDAY BALL FUNDS

Ref: (a) CCO 1710.39A

1. Per the reference, you are hereby assigned as Responsible Officer for all unit Birthday Ball Funds. You will be guided in the conduct of your duties by the reference.
2. No deposits or withdrawals of funds may be made without my prior approval.

//Signed//
COMMANDING OFFICER

Copy to:
MCCS CFO

FIRST ENDORSEMENT

I hereby accept the subject appointment.

(Responsible Officer's Signature)

(Date)

Enclosure (2)